# **Norms for the Dorms**

The following norms were established to promote a safe and clean environment in our dorm. Any suggestions or concerns should be addressed to the Residential Living Supervisors or Manager of Residential Living.

- Smoking is prohibited in all buildings no cigars at any time.
- No drugs or alcohol.
- No incense or candle burning.
- No foul, abusive or profane language. (This includes CDs and tapes).
- Dispose of gum properly, do not throw on floor.
- Observe the dress code, especially in public areas and when dressing for bed.
- Attend all scheduled meetings.
- Sign up for weekend passes on Sunday, Monday, and Tuesdays only.
- No gambling.
- No more than one person in a bed.
- No visitors when Resident Advisor (RA) is not present.
- Do not leave locker open or unattended; do not give out your combination.
- Borrowing or lending money or items is prohibited. (Center will not assume responsibility for loaned items or money)
- Limit all phone calls to 10 minutes on pay phone and 15 minutes on incoming calls.
- Check class cuts daily, even if you are in class.
- Ironing in the dorm will be permitted in laundry room only. (NOT IN SECTIONS)
- If for any reason you cannot do your duty (Work, appointment, injury, or serving breakfast) it is your responsibility to let the RA know ahead of time. This includes all dorm meetings.
- No eating or drinking during any meeting.
- Eating in designated areas of your dorm only.
- I.D.s will be used for everything, (Irons, Pens, Pencils, DVDs, TVs)
- All hair care will be done in laundry room. (Cutting, coloring and etc...) You will be responsible to clean up your mess.
- Roll call will be held Sunday at 9:00PM Tuesday at 9:30PM and Thursday at 9:00PM
- Do not leave your laundry unattended in laundry room. (Center will not be responsible for damaged or stolen items if left unattended.)
- No personal games on common area TV's.
- No blankets, pillows, or spreads in TV room or common areas.
- Radios are prohibited in shower/bathrooms. (This is a safety violation)
- Luggage must be tagged (all pieces) put in luggage room. (See RA to put pieces in luggage room.)
- Dorm officers may be called upon to assist with bed check, dorm meetings, p/c and every day dorm functions.

### YOUR SECTION

For accountability purposes and your safety, your section furniture has been pre-arranged. Do not change it! The following guidelines have been adopted.

- Furniture should be arranged so RA has clear view of your entire living space. Furniture must never be moved from your section to another or traded.
- Your bed space should be clearly visible at all times. Blankets, curtains, etc. should not be hung around your bed, at any time.
- Your bathrobe is to be hung in locker not on bed.
- Trash cans are to be emptied every day and liner replaced. If no liner can needs to be washed everyday.
- Beds are to be made as directed. Personal items can not be stored around bed this
  includes shoes and boots.
- Floors are to be free from dirt, dust and waxed.
- Dresser tops are to be free from dust and neatly organized.
- Mirrors must be cleaned daily.
- Mattress pads and blankets are not to be used for curtains or tablecloths.
- Clothes need to be put in locker and locked. Towels need to be hung in lockers. No clothes should be hung on fans or radiators. Laundry needs to be secure at all times.
- Locker doors are to be kept closed and locked whenever you are not in your section.
- Lights, radios, etc. must be turned off when not using or in section.
- Electrical outlets, lighting fixtures, heating units, fans, and sprinkler systems should not be blocked or covered by anything.
- Section needs to smell clean at all times. No incense or candles burning.
- Alcoholic beverage containers cannot be used to decorate or used as vases.
- Posters and pictures cannot contain drugs, sex, alcohol, the occult, obscene words or
  pictures. Gang signs, guns, knives or instruments of violence can not be displayed.
  Clothing cannot contain any of these. Displays of any such posters, pictures or clothing
  will be removed or confiscated.
- No section visitation after quiet hour begins.
- All personal items must be secure in locker when you are not in section.
- No sleeping on top of bedspreads or quilts. (They need to be pulled down if you don't want to sleep under them.)
- Radio volume must be at level to be heard in section only. If one person does not like radio on in section it must be turned off.
- Saturdays are set aside for thorough section clean-up by all section mates.
- Students residing in dorm are responsible for any property damage in section or any other part of the dorm or campus grounds.
- Must be in your sections for bed check by 10:05PM
- No visitation other than dorm mates in sections.

### **HONOR ROOMS**

- Everyone must be willing to assume leadership responsibilities within the dorm.
- Once in honor room level must be maintained. If not, you have ONE CHANCE to bring up level or you may be removed
- Receiving an incident report may result in removal from honor room.
- You must follow dorm rules.

# SCHOOL DAYS

• Rise at 6:00AM - (Be out of bed at 6:15AM) (feet on floor and up right position).

- Beds made, dorm duties and section duties completed before 7:30AM.
- Be out of dorm by 7:45AM. (Dorm will be locked take personal belongings with you).
- No TV on school mornings or after 10:00PM.
- Be in the dorm by 10:00PM.
- Quiet hour will be observed from 9:30PM.
- No laundry after 9:00PM.
- No telephones after 9:30PM.
- No showers after 10:00 PM or 7:15AM. Take care of your personal needs before hand.
- Be in your section at 10:10 and in your night clothes by 10:15PM.
- Bed check initiated at 10:15. Must be in section and by bed.
- Students cannot go out for cigarette after 10PM.
- Students cannot go out for snacks after 10PM.
- All top lights and radios must be off by 9:30PM. Also section TVs must be turned off too.
- Bed lamps must be turned off at 10:30PM.
- No morning wake ups before 5:30AM. (Unless RA approved)
- Radios may be played in AM as long as it is not a distraction.
- TV room will be closed at 10:00PM earlier if noisy. No exception to this rule.
- Telephones are prohibited in AM without RA approval.
- Microwave and vending machines off at 10:00 PM.
- Common area and café lights out by 9:30PM.

## THURSDAY NIGHTS AFTER ROLL CALL 8:30 PM

- Everyone must attend roll call.
- Clean-up following roll call.
- No using sinks or showers during clean-up.
- Dorm duties must be checked and ok'd by RA.
- No laundry after 9:00PM.

### SUNDAY AFTERNOON AFTER ROLL CALL 9:00PM

- Everyone must attend 9:00PM roll call.
- Duties must be done following roll call.
- No sinks, showers, or laundry room until after cleanup is finished.

# **WEEKENDS**

- Quiet atmosphere must be maintained after midnight.
- Quiet hour will be observed from 12 midnight till 11:00AM
- Be in dorm at 12:00AM.
- Be in section at 12:15 for bed check.
- Microwave and vending machines will be turned of at 12:10AM till bed check is completed. (The longer everyone is out of sections the longer it will take). After bed check they will be turned on until 2:00AM.
- No section visiting after bed check (12:15AM).
- Overhead lights out at 12:30AM other lights out at 2:00AM.
- No telephone after 2:00 AM or cell phones.

- No loud talking or noise after 12:00AM.
- No sleeping or loud talking in TV room or is will be closed early.
- Do not take up more than one space in TV ROOM.
- Smoking after 12:00AM with RA approval ONLY (limit as to RA). No Smoking after 2:00AM
- No showers after 12:00AM.
- No Laundry after 1:00AM.
- No TV after 2:00AM.
- No overhead lights before 11:00 AM noon.
- Saturday section clean up begins at 2:00PM and must be done by 4:00PM.
- No radios before 11:00AM.
- No incoming calls before 10:00AM.
- Sunday roll call at 9:00PM for all dorms.
- Sunday cleanup begins right after roll call. Dorm duties must be done and checked by 10:00PM. During clean up there will be no showers, no laundry, and no TV.
- 2:00 AM all students must be in their sections lights out, no TVs, no cell phone, **no smoking.**

## **DORM VISITATION**

- All visitors must go to RA to register in.
- Visitor and person they are visiting must give ID to RA.
- Visitors must only be in lobby or common area.
- Each student is only allowed one visitor.
- Visitation is from 7 PM till 9:30 PM ONLY.
- Visitors must be in the main lobby or café area only No other place in dorm. (King visitation is in TV Room)
- Lin B (N/E Dorm) There are no visitors allowed
- Visitors must act in a reasonable manner

#### ALL Dorms

- Saturday must have section clean-up with entire section being cleaned including floor.
- Work detail will be posted for AM and PM clean-ups.
- Locker inspections will be done on weekly random bases. If you fail locker inspection you will be checked again during week.

#### **RATINGS AND SANCTIONS**

- Best score a dorm can receive is a Zero.
- Sections are included in dorm rating.
- Any section receives a score higher than the number of beds contributes a point on the dorm rating.
- A section that loses a point on the dorm rating will come in at 8:30PM for positive practice that night.
- Positive practice is going over what was not done correctly in the AM.
- THESE ARE POSSIBLE RATINGS AND CONSEQUENCES
  - o A Nice Job Sections that lose points come in for positive practice at 8:15PM

- o B Details and sections that lose points come in for positive practice.
- o C The entire dorm comes in for positive practice for duty and sections.
- o D Entire dorm positive practice and privileges are lost for that day.
  - TV and shopping trips, entire dorm in at 8:15PM. No visitors for day. TVs also include personal TVs and game systems.
  - D rating also means mandatory roll call at 8:15 PM.

# **SMOKING AREA**

- Used only for smoking no hanging out.
- Do not spit on deck or trash the area.

# **LOUNGE**

- No visitors till 7 PM.
- No eating or drinking in main lobby, computer rooms, or TV areas.
- No OVERT behavior.
- No blankets or bedding in main lounge or pod TV areas.
- No lying down on the furniture.
- No playing music in main lobby.

# **Rev. 1/08**